

LEAD elements from Infinite Campus

Staff data
Course data

LEAD Data Elements

- ▶ Staff data
 - Demographics tab
 - Identities tab
 - District Employment tab
 - District Assignment tab
- ▶ Course data
 - Course Master (if used)
 - Course tab
 - Section tab
 - Student enrollment information

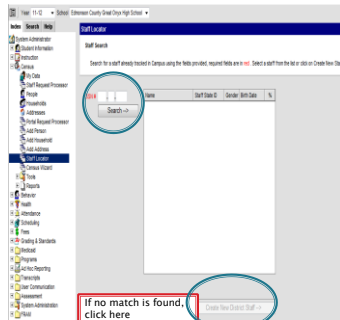
Staff Data – Demographics Tab

1. Name
 - Each person must only have one entry in the Census data
2. SSN
 - Is required
 - Must be unique to each person
 - Make sure the SSN on the demographics tab matches the SSN on the identities tab
3. Teacher/Staff number
 - Must be numbers only
 - Required to make person "staff"

The screenshot shows the 'Demographics' tab for a staff member. Three red boxes with numbers 1, 2, and 3 are overlaid on the form. Box 1 points to the 'Name' field, which contains 'JAMESON, WHITT A'. Box 2 points to the 'SSN' field, which contains '123 456 789'. Box 3 points to the 'Local Staff Number' field, which contains '123456789'. The form also includes fields for 'First Name', 'Last Name', 'Birth Date', 'Sex', 'Race', 'Ethnicity', 'Religion', 'Marital Status', 'Date Entered US School', 'Birth Certificate', 'Original Entry Method', 'Comments', 'Personnel Information', 'Local Student Number', 'Student State ID', 'Local Staff Number', 'Staff State ID', and 'Person GUID'.

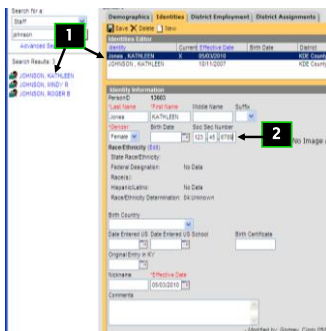
Staff Data – Demographics

- Use the “Staff Locator” when adding a new staff person
 - PATH: Census>Staff Locator**
 - Uses SSN to find people statewide
 - Helps with data quality so people are not duplicated
 - Ensures teaching assignment history is at State level



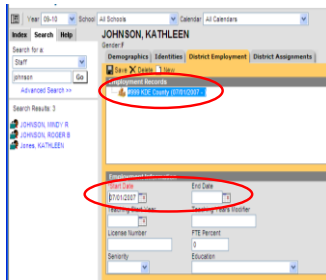
Staff Data – Identities Tab

- Name
 - Each person must only have one entry in the Census data
 - Use the Identities Tab to enter name change information
 - Make sure previous identities are not marked as current
- SSN
 - Is required
 - Make sure the SSN's on the demographics tab and the identities tab match
 - Check all identities



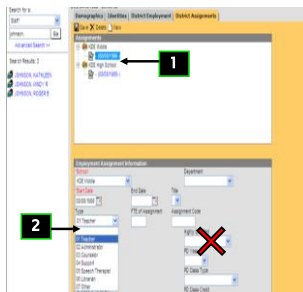
Staff Data – District Employment Tab

- All staff must have an active district employment
- If a person is listed as teacher/additional teacher on a course, **they must have an active employment even if they are not a district employee** (i.e. vocational school teachers)



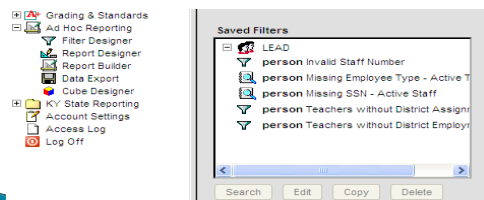
Staff Data – District Assignment Tab

1. Must have an active assignment to be listed on a section
2. Employee type (EMP TYP on error reports)
 - All teaching staff should have an employee type of "01: Teacher" (including special ed teachers and related arts teachers such as music and P.E. teachers)
 - Use 05: Speech Therapist and 06: Librarian as needed
 - If the individual has a CIITS role, the employee type on that role should match their regular employee type.



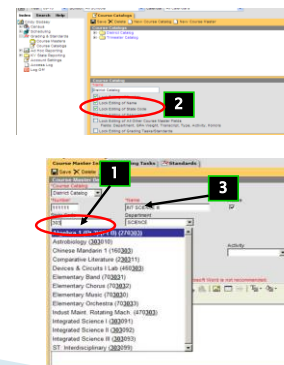
Staff Data – Ad Hoc Reports

- KDE has developed 5 ad hoc reports to identify staff members that will cause problems in your LEAD data (see guidance in LEAD Manual)



Course Data – Course Master

- KDE/EPSSB recommends use of a district course catalog
1. All courses **must** have a valid 6 digit state code from the Uniform Academic Course Code list (available on KDE's website)
 - Is used to assign the content (subject area)
 - Lookup function now available
 2. Lock down state code before entering (will populate course tab)
 3. Do not include any punctuation in the course name (& is OK)



Course Data – Course Tab

- Course number, name, and state code come from the course master
- Type
 - ONLY use the Virtual Indicator for courses not taught/overseen on the school grounds during the school day (classes that have no "seat time")
 - If Virtual or Performance are selected, the course does not appear in the LEAD data
- Teaching Method
 - Default is "Direct Instruction"
 - Use this to indicate alternate teaching methods (e.g. digital learning provider, etc.)
 - Courses with "seat time" should be marked here, **not** as Type-Virtual
- Instructional Setting
 - Default is "Onsite Classroom"
 - Use this to indicate college, vocational, or homebound instruction

Course Data – Section tab

- Section Number
 - Each section number must be distinct within a **school** – not just a calendar
- Section Schedule Placement
 - All LEAD courses must be scheduled in an instructional period
- HQ status of teacher as related to this particular course
 - Using one of the three Highly Qualified options, pre-populate the HQ field
- "Primary Teacher" = Teacher of Record
- "Teachers" = secondary/collaborative staff with access to grades and attendance
- "Section Staff" = secondary or collaborative teachers for LEAD purposes only. No grade or attendance access is granted through this dropdown

Course Data – Section tab cont.

- Special Type
 - Identifies courses designed for special groups of students
 - Options:
 - 01: None (DEFAULT)
 - 02: Alternative Classroom (only use if not in an alternative school)
 - 03: ESL Classroom
 - 04: Gifted Classroom
 - 05: Special Education Classroom
 - 06: Speech Therapy
- Population
 - Leave blank** unless there are no students on the roster
 - This drop down is ignored when there are active students on the roster
 - If there are no students on the roster, the population for which the course is designed must be indicated here
- Core Content
 - Leave blank** in most cases – the state course code provides the content
 - A core content is required if state course code 909999 has been selected
 - This dropdown will be ignored unless 909999 or some intermediate elementary state course codes have been selected

Course Data – Section Staff History

Every section must have a **Primary Teacher**

1. "Primary Teacher" = Certified teacher who has been assigned the lead responsibility for the student's learning in a subject/course
2. "Teachers" = An individual who has been assigned the responsibility to provide additional services that support and increase a student's learning.
3. "Section Staff" = An individual who has been assigned the responsibility to provide additional services that support and increase a student's learning.

- ▶ **Note:**
- ▶ Individuals added as Teacher have access to the Primary Teacher's grade book and attendance roster.
- ▶ Individuals added as Section Staff **do not have** access.

Course Data – Student Information

- ▶ Grade range comes from the students in the class
 - If no students are on the roster, the grade range defaults to that of the school and cannot be changed in the extract file
- ▶ Population elements in LEAD come from the student enrollments
 - Gifted
 - Limited English Proficient (LEP)
 - Special Education
- ▶ For a population to show in LEAD, there must be a start date and no end date

Student Enrollments – Gifted

- ▶ Path: Student > General > Gifted and Talented Tab

Student Enrollments – LEP

- ▶ Path: Student > General > LEP Tab
 - (note – location will be changing during Fall 2012)
- ▶ PR and FEP do not identify for LEAD

LEP

English Proficiency [dropdown] Start Date [calendar] End Date [calendar]

Non-English Background [checkbox] First US English School [calendar] LEP Identified [checkbox] LEP Enrolled [checkbox]

LEP Expected Exit [calendar] LEP Actual Exit [calendar] LEP RFEP Entered [calendar] Limited or No Formal Schooling [checkbox]

Interrupted Schooling [checkbox] Currently Repeated Grade [checkbox] Parent Notified [checkbox]

Exit Criteria:

- ☐ Assessment
- ☐ GPA
- ☐ Academic Progress
- ☐ District Assessment
- ☐ Teacher Recommendations
- ☐ CATS

Bilingual/ESL Type:

- ☐ CAT: Content area tutoring
- ☐ CBE: Content-based ESL
- ☐ DBE: Developmental bilingual education
- ☐ FEP: Fully English Proficient
- ☐ HLA: Heritage language
- ☐ DOE: Pull-out ESL/Resource
- ☐ PR: Parent/Guardian refusal for services
- ☐ SEI: Sheltered English instruction
- ☐ SEN: Structured English immersion
- ☐ TBI: Transitional bilingual immersion
- ☐ TWT: Two-way immersion

Student Enrollments – Special Ed

- ▶ Path: Student Information > General > Enrollment Tab > Special Education Fields
- ▶ Must have Active status and no exit date
- ▶ Looks at Primary Disability from the IEP NOT from this screen

Special Ed Fields

Special Ed Status [dropdown] Full Funding [checkbox]

Primary Disability [dropdown] Secondary Disability [dropdown]

Setting [dropdown]

Date Eligible but Refused [calendar] Special Ed Exit Status [dropdown] Special Ed Exit Date [calendar]

Part C ID [text]